



SCALE

Scott County Association
for Leadership & Efficiency

SCALE Regional Public Safety Training Facility Joint Powers Board Agenda

Date/Time: Friday September 11, 2020, Immediately Following the SCALE ZOOM Meeting at approximately 9:15 am

1. **Action** - Review and Approve Minutes of the June 12, 2020 Meeting –
Jon Ulrich, Chair
2. **Action** - Additions or Amendments to the Agenda – Jon Ulrich, Chair
3. **Discussion/Action** – Review the 2020 YTD Financials (Reviewed by Finance sub-committee) –
Gary Bruggenthies, Scott County, Strategic Analysis & Program Support
4. **Discussion** –Marketing to potential outside Facility users – Mike Briesse, RTF Facility Manager
 - Chaska PD
 - Buffalo, MN Fire Dept.
 - US Postal Inspectors
 - US Court Probation Services
 - Century College
 - Valley Fair 2021
5. **Informational – RTF Operational Service Plan – Covid-19 related - Mike Briesse, RTF Facility Mgr.**
 - A. Operational Service Plan is included with packet which demonstrates the steps taken at the various areas of the RTF
6. **Discussion** - Updates on Training Center Events, Training, and Usage -Mike Briesse, RTF Fac. Mgr.
7. **Other Business** – Jon Ulrich, Chair

Next Meeting December 11, 2020 following SCALE meeting

MINUTES
SCALE Regional Public Safety Training Facility Board
June 12, 2020

RTF Board Members:

Present	Entity	Appointee	Alternate
	Belle Plaine	Dawn Meyer	Tom Stolee
	Carver County	Chris Nelson	Lance Pearce
Tom Terry	Elko New Market	Tom Terry	Brady Juell
	Jordan	Tom Nikunen	Tanya Velishek
	New Prague	Mike Johnson	Jim Gareis
Steven Frazer	Prior Lake	Steven Frazer	Rick Steinhaus
	Savage	Christine Kelly	Janet Williams
Jon Ulrich	Scott County	Jon Ulrich	Mike Beard
Matt Lehman	Shakopee	Matt Lehman	Jay Whiting
Cole Miller	SMSC	Cole Miller	Bill Rudnicki, Steve Albrecht
	Townships	John Wermerskirchen	Bill Schneider

Guests/Staff Present:

Bill Rudnicki, Steve Albrecht, Joe Wiita, Luke Hennen, Gary Bruggenthies, Mike Briesse, and Tracy Cervenka

The meeting was called to order by Chair Jon Ulrich at 9:09 a.m.

1. Review and Approve Minutes of the December 13, 2020 Meeting:
On a motion by Tom Terry, seconded by Jon Ulrich, the Minutes of the December 13, 2019 meeting were approved.
2. Additions or Amendments to the Agenda:
There were no additions or amendments to the agenda.
3. Review the 2019 Year End and 2020 YTD Use Reports:
Mike Briesse reviewed the data on the 2019 usage as well as YTD information, both by member and non-member agencies. He noted the drop in usage beginning in March of 2020 due to COVID. In response to Jon Ulrich's inquiry, Mike responded that he has not seen a downturn due to the discussion of the usage of the Facility for housing.
4. Review and Approve the 2019 Year End Financials:
Gary Bruggenthies reviewed the 2019 year end financial information. This was reviewed by the Finance Subcommittee in advance. He noted that expenses were \$9,400 and revenue was \$9,600 over what was budgeted. The additional funds will carry into the Capital Funds. Fund balance is \$416,728, of which \$206,000 is unreserved funds. The remainder is targeted for specific uses.

Tom Terry moved, seconded by Steve Frazer to approve the 2019 Year End Financials. The motion carried unanimously.
5. Review and Approve the 2020 YTD Financials:
Gary Bruggenthies provided information on the year-to-date operating statement and fund balance. The Finance Sub-Committee has reviewed this information prior to the meeting. He noted that revenue is down a little compared to expenses, due to COVID. In response to Tom Terry's inquiry, Mike responded that an Operational Plan has been submitted and was approved, and they reopened for outside use effective June 5. Public use and indoor operations are not open.

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Matt Lehman moved, seconded by Tom Terry, to approve the 2020 YTD Financials. Motion carried unanimously.

Matt Lehman requested a focus on expanding use to outside agencies to minimize the impact to the members.

6. Joint Powers Agreement Funding Calculations:

Gary Bruggenthies reviewed potential funding calculations. According to the Joint Powers Agreement, funding calculations should be reviewed every three years. Based on the new formula approach approved at the December 2019 meeting, the population for the entire City of New Prague will be included. There was discussion about the total contribution amounts, and the group agreed that amount should not change. Revenue from outside sources helps to keep the member contributions stable.

Matt Lehman moved, seconded by Tom Terry to have the total member contribution amount remain unchanged, while incorporating the calculations which include the entire population for the City of New Prague as approved in December, 2019.

7. Review/Approve 2021 Proposed Budget:

Mike Briesse reviewed the proposed budget for 2021. The Finance Sub-Committee has reviewed this information prior to the meeting.

Cole Miller moved, seconded by Steve Frazer, to approve the 2021 budget. The motion carried unanimously.

8. Review/Approve 2020 CIP Projects:

Mike Briesse presented a recommendation to remove the laundry dryer replacement in the amount of \$10,000 from the CIP project list.

Matt Lehman moved, seconded by Tom Terry to approve the 2020 CIP Projects, including the removal of the laundry dryer replacement. Motion carried unanimously.

9. Approve the 2020-2035 Capital Improvement Plan:

Mike Briesse reviewed the proposed Plan included in the materials, noting that the Finance Sub-committee has reviewed it prior to the meeting.

Matt Lehman moved, seconded by Tom Terry to approve the 2020-2035 CIP Projects, including the removal of the laundry dryer replacement. Motion carried unanimously.

10. Review/Approve 2021 Marketing Plan:

Mike Briesse reviewed the Marketing Plan. He noted the future need for part-time staff to help with administrative tasks. There was a suggestion to utilize an intern to help with marketing ideas, potentially through the Shakopee Schools CAPS Program. Bill Rudnicki will provide information he receives from the School District.

The group discussed new training facilities in the area and the potential impact to the Regional Training Facility. In response to a question about how the members can help to market, the suggestion was given to encourage leadership in our agencies to talk about and promote the facility when interacting with peers.

The Marketing Plan has reviewed by the Finance Sub-committee prior to the meeting.

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Cole Miller moved, seconded by Matt Lahman to approve the 2021 Marketing Plan. The motion carried unanimously.

11. Review/Approve 2021 Fee Schedule:

The Fee Schedule was included in the meeting materials. No changes are recommended.

Tom Terry moved, seconded by Jon Ulrich to approve the 2021 Fee Schedule. Motion carried unanimously.

12. Training Facility Events Update:

- A. Mike Brieze advised that he is working with County Administration to create updated reports and data collection.
- B. The contract with ValleyFair has been put on hold due to COVID.
- C. Looking at ACTIVE Network software program for scheduling and reporting needs. The cost is around \$17,000. He responded to questions, and noted that fees would be included in the sign-up process, it includes billing, and there is an annual maintenance fee. The Finance Sub-Committee will help with review. The Joint Powers Board is the ultimate approval authority.

13. Other Business:

Tom Terry suggested a review of the membership of the Finance Sub-Committee.

On a motion by Matt Lahman, seconded by Tom Terry, the meeting adjourned at 10:13 a.m.

RTF Operating Statement and Fund Balance

2020

	<u>Budget</u>	<u>Actual</u>	
			thru July
<u>Revenue</u>			
Fees for service	90,000	9,695	
Member contributions	500,000	255,849	
Investment earnings	6,000	-1,385	
Miscellaneous revenue - scrap metal			
TTL Revenue	586,000	264,159	
<u>Expenses</u>			
Payroll related	204,560	134,642	65.82%
Equipment and supplies	32,800	7,694	23.46%
Direct program expenses	3,500	3,787	108.20%
Travel & fleet related costs	9,700	2,748	28.33%
General program expenses	5,950	1,792	30.12%
Facilities related expenses	106,750	39,627	37.12%
Ops Expenses	363,260	190,290	52.38%
Half of annual bond payment	204,750		
TTL Expenses	568,010	190,290	
Ops-Revenue Over/(Under) Expenses	17,990	73,869	
 <u>RTF Operating:</u>			
Annual adjustment	0		
General Fund balance	<u>206,000</u>	<u>206,000</u>	
 <u>RTF Capital:</u>			
Add: Net income-operations	17,990		
Less: Planned capital exp.	0	22,763	BSi final
 Capital Fund balance	<u>272,019</u>	<u>231,266</u>	
 RTF Fund -year end	<u>478,019</u>	<u>437,266</u>	

	Pro rata share %	Pro-rate 171,500 2021 Contr.	2020 Contribution	change	
Belle Plaine	4.10%	7,034	7,311	-277	BP to pay less
Jordan	3.47%	5,944	6,220	-276	Jordan will pay less
ENM	3.14%	5,389	5,332	57	ENM more
Prior Lake	25.42%	43,598	40,998	2,600	PL will pay more
Savage	24.91%	42,713	43,260	-547	Savage will pay less
Shakopee	34.09%	58,469	63,376	-4,907	Shakopee will pay less
New Prague	4.87%	8,353	5,003	3,350	NP will pay more
	100.00%	171,500	171,500	0	
Scott County		244,137	244,137	0	
Carver Cty		39,745	39,745	0	
SMSC		44,604	44,604	0	
Total		499,986	499,986	0	



Operational Service Plan

Department:	Facilities Management – Regional Training Facility	Date:	5/20/20
Proposed Service Delivery Model (includes PPE / Sanitizing Supplies)			
Describe how your department functions will operate under the “new normal” (i.e. eliminating face to face meetings; prioritizing who we see and how we’ll service them; considering Governor’s waivers; what PPE is needed; what types of sanitizing is being done and supplies needed).			

Staff working in office are required to follow current county mask protocols, located on the County’s Covid 19 Health and Safety [site](#).

Function: Building Operations and Maintenance: - Continuous

Staffing and Facility Maintenance

- While activities have been suspended, staff have continued to maintain the routine operation of the facility.
- All employees and customers are required to maintain social distancing, and wear facemasks when away from their work stations.
- Staff maintain scheduled routine cleaning and disinfecting of bathrooms and common areas
- Facilities staff will be responsible for cleaning and disinfecting areas utilized by visitors including meeting spaces, classroom spaces, and outdoor training spaces.
- All touchable surfaces such as door handles, tables, sink, etc must be wiped or sprayed with sanitizer on a routine schedule when non-staff are moving through the building.
- All outdoor area touch surfaces used for training will be sanitized each morning prior to a scheduled session and again when each session ends.

Communications

- Customers will be able to use the RTF via appointment only.
- Customers can make appointments by contacting the RTF Administration
- Signage will be posted at the RTF informing customers of appointment only and limitations of public access to the facility. Participant will be directed to stay in the area of their event only. Participants will not be allowed to wander within the building or on the grounds.
- All occupancy limits – as determined by governor’s order or county directive will be posted in the specific service area
- Notification of effective Protocols will be added to the RTF webpage, and will be given to each instructor
- Appointments will limit potential contact between customers

Sanitation and Occupancy Control

- A Facility staff member or trained Scott County Volunteer will be present on the RTF campus to monitor compliance when training or other activities are being conducted.
- Isolated training/meeting areas will have a sperate designated bathroom and egress.
- A maximum of 3 events will be allowed in the RTF facility at any given time.
- Multiple groups will not be assigned to any which would require the participants to co-mingle
- To avoid cross-over contact, only one group will be allowed use of the outdoor gun or archery range area at a time.

Appointment setting:

Effective August 26, 2020, appointments may be accepted for RTF Interior spaces by Scott County Employee groups, SCALE law enforcement, fire fighters, or other first responders and other approved Law Enforcement groups who meet the qualifying requirements.

Outdoor Range and Fire Tower Appointments will also be available for a limited number of approved outside organizations and/or vendors, including Non-SCALE law enforcement.

An appointment setter script includes information meant to prepare facilitators for their appointment and includes information related to specific business needs and health and safety protocols. Event facilitators will be advised of the following:

- The facilitators must cancel their event if they become ill or have any covid-like symptoms within 10 days of the event, or on the day of the event.
- Only those required to participate will be allowed to attend an event.
- The group leader/facilitator is responsible to conduct a health screening (using a Client/Employee Health Screening tool provided by RTF staff) as participants arrive.
- Any participant responding positively (yes) to the health screening will not be allowed to enter the Training Facility
- The facilitator or participants of an event are required to provide their own facemasks
- Facemasks must be worn at all times on the RTF campus grounds or within the facility.
 - Safety exceptions are in effect for black powder shooting and archery shooters – mask must be removed and pocketed when shooting.
- Participants will be directed to stay in their reserved event area only. Participants will not be allowed to wander within the building or on the grounds.
- During breaks, participants must not congregate on the grounds, including sidewalks and parking lot space and must maintain social distancing practices at all times.
- Training/Meeting areas will have designated bathrooms, signs will be posted directing users to their specific restroom area.
- Only One (1) visitor will utilize the public rest room at a time.

Function: Meeting (Classroom) space – No inperson meetings are available at this time.

Function: Training

When possible, the academic portion of any training will be conducted remotely, via on-line resource or workbooks, to limit participant exposures to other students within the facility.

Classroom Training:

In-Person Classroom Training Sessions will only be allowed for Scott County Employee groups, and SCALE member Law Enforcement, Fire and First responders when the following criteria is met:

- When physical demonstration of skills is required for successful completion/certification, i.e. CPR, First Aid, AED or some Tactics operations.
- When training is critical in nature, and unusual or unique conditions exist creating a barrier to remote/virtual participation
- When the in-person portions of the training are conducted class size will be limited to a number which ensures:
 - All participants can maintain required social distancing
 - Individual materials can be used by only one participant (i.e. CPR prop)
 - Materials can be properly sanitized between users

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to entering the RTF Training areas
 - Current CDC Covid-19 Symptom checklists will be made available to visitors, and posted on the facility entries
 - Any positive signs or symptoms will result in their dismissal from the training
- All facilitators and participants must wear face coverings at all times, except when actively eating or drinking
- Hand Sanitizer will be available at the facility entry
- Staff and guests must sanitize their hands prior to entering the facilities
- Whenever possible, participants of any training will maintain 6' distancing from others.
- The training room and other contact areas, i.e. hallways, door handles and bathroom areas will be sanitized by facilities staff following the meeting.
- Self-Serve refreshments and drinking fountains will not be available.

Occupancy:

- The Maximum Occupancy of any training room will be posted outside the room, and all reservation will be restricted to that number. (See *meeting* room Occupancy rating)

Outdoor Ranges

Pistol and Rifle Ranges

Law Enforcement

- The Outdoor Firearm Ranges have continued to be available, by appointment, to SCALE and Non-SCALE Law Enforcement only in compliance with the Governor's initial Executive Order.
- Firearm Range occupancy limits for Adult LE member follows current 6' social distance guidelines
 - 8 Total participants on the Rifle range (4 in shooting position, 4 on deck)
 - 14 Total participants on the pistol range (7 on line, 7 on deck)

- **Approved**

Effective August 26, 2020 Facilities is proposing the use of the outdoor firearm ranges for approved organizations and vendor groups, i.e. Youth Sporting groups, Carry Conceal certification groups.

- Firearm Ranges will be available to approved organizations and vendors by appointment only.

Occupancy Limits:

- Range occupancy limits follow current 6' social distance guidelines
 - Pistol Range (includes pistol cartridge, BB's and Pellet guns)
 - 14 Adult or youth participants (7 on line, 7 on deck)
 - Rifle Range
 - 8 Adult participants (4 in shooting position, 4 on deck)
 - 6 Youth shooters (carbine or black powder) 3 on the line, 3 on deck.
 - Youth using black powder weapon will remove their facemasks once they are on the firing line. the mask will be removed and pocketed and placed back on when they are done shooting and preparing to leave the firing line.

Outdoor Archery Ranges

Private Organizations/Vendors

Effective August 26, 2020, Facilities is proposing the use of the outdoor archery range for approved organizations and vendor groups, i.e. Youth Sporting groups.

- The Archery Range will be available to approved organizations and vendors by appointment only.

Occupancy Limits:

- Range occupancy limits follow current 6' social distance guidelines
 - 10 Adults or Youth (5 on line, 5 on deck)
 - To avoid injuries, all archers will remove and pocket their facemasks as they enter the shooting line. The mask will be removed and pocketed and placed back on when they are done shooting and preparing to leave the shooting line.

All Range Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to participating in any RTF Range event.
 - Current CDC Covid-19 Symptom checklists will be made available to the facilitators and posted on the facility and grounds entries
 - Any positive Covid-like signs or symptoms will result in the participants dismissal from the activity
- All facilitators and participants must wear face coverings at all times, except when actively eating or drinking (or safety exceptions as noted)
- Hand Sanitizer will be available in the activity area and at the facility entry
- Staff and guests must sanitize their hands prior to entering the facilities
- Whenever possible, participants of any meeting will maintain 6' distancing from others.
- The meeting room and other contact areas, i.e. hallways, door handles and bathroom areas will be sanitized by facilities staff following the meeting.
- Range participants will use the lower level entry and bathroom facility only
- Only one participant will be allowed to use the building at a time
- Range participants will use the bathroom facility, then immediately leave the building and return to their group.

Enforcement:

- The facilitator of any RTF activity is responsible to ensure compliance with occupancy and sanitation/distancing standards for the training area being utilized.
- Failing to ensure compliance could result in immediate class suspension, or discontinuation of resource availability.

MILO – Decision making Simulator

The RTF administration is proposing the use of the MILO system beginning 08-26-20

- Use of the MILO system room will be by appointment only for Scott County and SCALE Law Enforcement and Correction only, in compliance with the Governor's initial Executive Order.
- Use of the MILO room will be in conjunction with approved Range or other training groups.
 - To avoid passive student activity, the MILO system will not be reserved for MILO Only groups.

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to entering the Milo Room
 - Any positive signs or symptoms will result in their dismissal from the training
- All facilitators and participants must wear face coverings at all times

- Users must wash/sanitize their hands prior to, or as they enter the MILO room
- 6' distancing will be maintained by all persons in the room
- The simulator weapon systems will be sanitized by the facilitators with an appropriate cleaning agent after each use
- Sanitation material will be available in the room

Occupancy Limits:

- The Maximum Occupancy of the MILO simulator room is Three (3) Persons
 - 1 operator
 - 2 active simulator shooters.

Enforcement:

- The facilitator of any RTF activity is responsible to ensure compliance with occupancy and sanitation/distancing standards for the training area being utilized.
- Failing to ensure compliance could result in immediate class suspension, or discontinuation of resource availability.

Scenario Rooms - *Reality Based Training* - ~~All Scenario Room services are suspended.~~

The RTF administration is proposing the use of the Scenario Based Training rooms beginning 08-26-20

- Scenario Based training will be conducted by appointment only
- Appointments will be allowed for Scott County and SCALE Law Enforcement only
- Only one (1) Scenario based training group will allowed to utilize these areas (RTF Lower Level) at a time.

The following sanitation protocols will be followed:

- All facilitators and participants must self-evaluate for Covid symptoms prior to entering the Mat Area
 - Any positive signs or symptoms will result in their dismissal from the training
- All facilitators and participants are required to wear face coverings at all times unless doing so would present a hazard to the wearer, or when a presenter to speak to a group
- All facilitators and participants are required to gloves at all times.
- All participants must wash/sanitize their hands prior to entering training areas, or as they enter the training area.
- 6' distancing will be maintained whenever possible.
- Training area surfaces, including door handles, walls and tools used to move the wall systems will be sanitized with recommended cleaners following each training session.

Occupancy Limits:

- The Maximum Occupancy of the Scenario rooms will be based on the ***Reality Based Training*** being conducted. Where possible, maximum social distancing should be allowed, and at no time will the participant count exceed 50% of the room rated (fire) capacity, or capacity levels determined using 6' distancing.
 - Initially only the North lower level will be utilized for a maximum of 15 participants max across all 6 scenario rooms
 - Participants will use the north basement bathroom facility
 - Participants will exit/enter through the North lower level Laundry room door

Enforcement

- The facilitator of any RTF activity is responsible to ensure compliance with occupancy and sanitation/distancing standards for the training area being utilized.
- Failing to ensure compliance could result in immediate class suspension, or discontinuation of resource availability.

Mat Room – Use of Force (UOF) Training:

The RTF administration is proposing the use of the Mat Room beginning 08-26-20

- Mat room training will be conducted by appointment only
- Appointments will be by appointment only for Scott County and SCALE Law Enforcement and Correction only
- Only one (1) group training will be allowed in the mat room at a time.

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to entering the Mat Area
 - Any positive signs or symptoms will result in their dismissal from the training
- All participants must wash/sanitize their hands prior to entering training areas, or as they enter the training area.
- All facilitators and participants are required to wear face coverings at all times unless doing so would present a hazard to the wearer, or when a presenter is actively speaking to a group
- 6' distancing will be maintained whenever possible, and mandatory when masks must be removed.
- To reduce the sanitation needs, only mat room areas required for the training will be occupied by participants – **additional areas will be isolated.**
- Following each training session, Mat Room Training area surfaces, walls and floors, will be sanitized with recommended cleaners.

Occupancy Limits:

- The Maximum Occupancy of the Mat room is limited to twelve (12) persons
 - 10 participants
 - 2 instructors

Enforcement:

- The facilitator of any RTF activity is responsible to ensure compliance with occupancy and sanitation/distancing standards for the training area being utilized.
- Failing to ensure compliance could result in immediate class suspension, or discontinuation of resource availability.

Burn Tower and Fire Training Area:

The fire training resources continue to be utilized by appointment only for both SCALE and NON-SCALE fire and law enforcement personnel

- SCALE Member (internal) Fire and Law enforcement groups will receive priority appointments
- Only one (1) group training will be allowed in Burn Tower at a time

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to entering the Fire Training Area.
 - Any positive signs or symptoms will result in their dismissal from the training
- All facilitators and participants are required to wear face coverings at all times unless they are speaking to the group, when doing so would present a hazard to the wearer, or when other equipment meet the PPE need, i.e. SCBA masks
- 6' distancing will be maintained whenever possible
- To reduce the sanitation needs, only burn tower areas and other resources required for the training will be occupied by participants – **additional areas will be isolated.**
- Following each training session, the Training area surfaces, rails, and door handles will be sanitized with recommended cleaners.

Ensuring sick Employees stay home/Identifying sick Employees

Prior to leaving for work, employees are required to perform a self-assessment using the current [Visitor/Employee Health Screening Tool](#) provided in the Health and Safety section of the COVID-19 Site.

If the employee provides a positive response (yes) to any of the health questions, the employee should remain at home and contact their supervisor, who will consult with the Occupational Health Nurse for recommendations and guidance.

Employees who present any of these symptoms while at work will immediately report their condition to the supervisor. If the employee is deemed *sick*, they will be removed from their worksite and sent home or isolated until they can leave work.

Employees who present these symptoms following a work shift (prior to reporting for another shift) will contact their supervisor. They will be directed to remain at home and the Occupational Health Nurse will provide guidance.

In accordance with CDC guidance, the workstation and equipment used by an employee with these COVID-19 like symptoms will be taken out of service and not used for at least 24 hours. At the end of that period, the area and equipment may be sanitized using routine cleaning procedures.

In any case, when the employees' worksite/station and equipment used cannot be taken out of service for the required 24 hours, the area and equipment must undergo a deep cleaning procedure, following CDC guidelines, prior to being used by other employees.

Customer/participant screening:

The Training/Meeting organizer will conduct a health screening using the current [Visitor/Employee Health Screening Tool](#) provided in the Health and Safety section of the COVID-19 Site. This screening tool will be provided to the event facilitator by RTF staff.

Identifying Sick Customer/Participants:

A customer/participant who reports an illness or presents covid-like symptoms while receiving services in a Scott County Facility, will be escorted out of the building. The area and/or equipment used by the participant will be isolated and taken out of service for at least 24 hours. Areas visited or used by the ill person must be disinfected before allowing other customers to enter those areas.

Training:

Staff providing services and back up functions will receive initial procedural training

Staff will hold periodical safety meetings to review all protocols.

Outside facilitators will receive a copy of the RTF operation expectations and will be required to perform safety briefs with all or their participants

Staff will be asked to report safety concerns to their supervisor immediately so processes can be re-examined and improved if necessary

Enforcement:

Managers and supervisors are responsible to monitor and enforce safety processes. Coaching and corrections will take place when violations occur.

Discontinuation of Services / Shut down:

If illness, contamination or other conditions reduce the minimum resources or employees required to provide services in a manner consistent with this Operational Service Plan, the service will be discontinued, and notices given to customers and staff.

Any time trace tracking efforts identify a significant Covid exposure event (3+participants infected) originating from an RTF event, the areas utilized by the identified participants will immediately be closed and isolated pending review and evaluation of the event and additional hazards. During the shut down, RTF and occupational Health and Safety staff will review adherence to applicable safety and sanitation protocols, take corrective action; and review updated protocols with the Strategy Team before reopening.

Before being returned to service, the areas involved must be sanitized using a misting system, and left to air dry for 48 hours.

Level of Staff Changes and Resource Needs

Describe staff changes based on your department's functioning under the "new normal" (i.e. plan for coverage; plan for rotation of staff; monitoring staffing models; resources needed – technology, supplies).

- Facility staff, including one Manager and one facilities maintenance person currently staff the RTF
- Backup facilities staff may be brought in to cover if needed.
- No extra resources are required to begin services

PPE:

- Masks will be available for guests that do not have one. Employees will use a facecovering appropriate to their task.
- Logistics will refill both disposable and N95 masks upon request.
- Gloves: to protect workers from hazardous materials
- Sanitizing Products: will continue to use building sanitizer products

Division Director Comments

The SCALE Regional Training Facility is staffed by two county employees. Given the nature of this facility, both staff need to work on-site, but can perform their duties solo or in a socially distant manner.

Requested official opening date is June 1, 2020.

Strategic Branch Comments

May 26, 2020:

Strategy Team is supportive of the event coordinator handling health screening questions with participants because only first responders will be getting services at the RTF and they are well informed of symptoms and risks. Event coordinators are also responsible for sanitizing space and equipment at the end of trainings. If the training is occurring in the evening when no staff are present, RTF will clean the space and equipment again the next day.

County Administrator Comments

County Administrator Signature _____ Lezlie Vermillion 6/5/2020

Operational Service Plan Updates

Please include date the change goes into effect and reason for change.

The Governors Executive Order 20-56 allows for non-critical operations to resume with restrictions. Use of our service to train and maintain the skill proficiencies of our Law Enforcement and Fire Fighting Services is imperative. Based on the order we plan to provide these services by appointment only, following all restrictions and ensure social distancing protocols.

Recommending June 1, 2020 opening date

08/03/20

The RTF Staff and Facilities management group are proposing to open some RTF training areas to both internal and external law enforcement and other approved groups by August 20, 2020. This proposal is being initiated because there is a critical need for the types of training these facility resources offer, and because the other large training center in the Metro area have opened for these types of services and experienced no complications.

Mat rooms are currently being used in all of the local LE training centers. Small user groups, appropriate PPE, and good cleaning protocols have resulted in a successful deployment of these areas. Mat rooms are a critical resource for Law Enforcement training. The Dept of Corrections requires all corrections officers to have "hands-on" use of force training prior to working independently in a MN licenced corrections facility. Additionally, all corrections officers are required to receive "resistance and Tactics" training yearly. During the Emergency declaration, the Jail has had several new officers start employment and have been forced to do some kind of modified Use of Force training, combining classroom and active demonstrations by a third party. This is never a good substitute for hands on training, and could potentially result in an undertrained officer being injured or hurting a detainee.

The use of the RTF Mat room would employ small groups and sound PPE and sanitation measure to ensure safety.

The Milo decision making system is a key component for deadly force reaction training, and it's use can be safely controlled through sanitation expectations and protocols.

Scenario Rooms are critical for live "reality based training." These resource areas currently available in the areas North and West of the cities, but SCALE partners and law enforcement agencies in the Southern metro, who count on the RTF

for this resource have been forced to use other means for training and mission preparation. Scenario rooms are a great resource for tactical teams preparing for a dangerous building entries, or officers responding to dangerous calls.

Additionally, the RTF administration is proposing allowing private groups, i.e. 4H and Carry/Conceal groups to use the range areas in a very limited and controlled manner. Youth sports is approved in the latest Governor's Order, and the RTF staff have created protocols that allow these outdoor range areas to be used in a safe and controllable manner.

The RTF plan restricts the number of participants, requires appropriate PPE and includes safe sanitation expectations.

August 2020,

Plan updated to reflect current Governor Executive Order 20-81 requiring Minnesotans to wear a face covering in certain settings.

Update Approved 9/1/2020



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Scott County Association
for Leadership & Efficiency

Regional Public Safety Training Facility

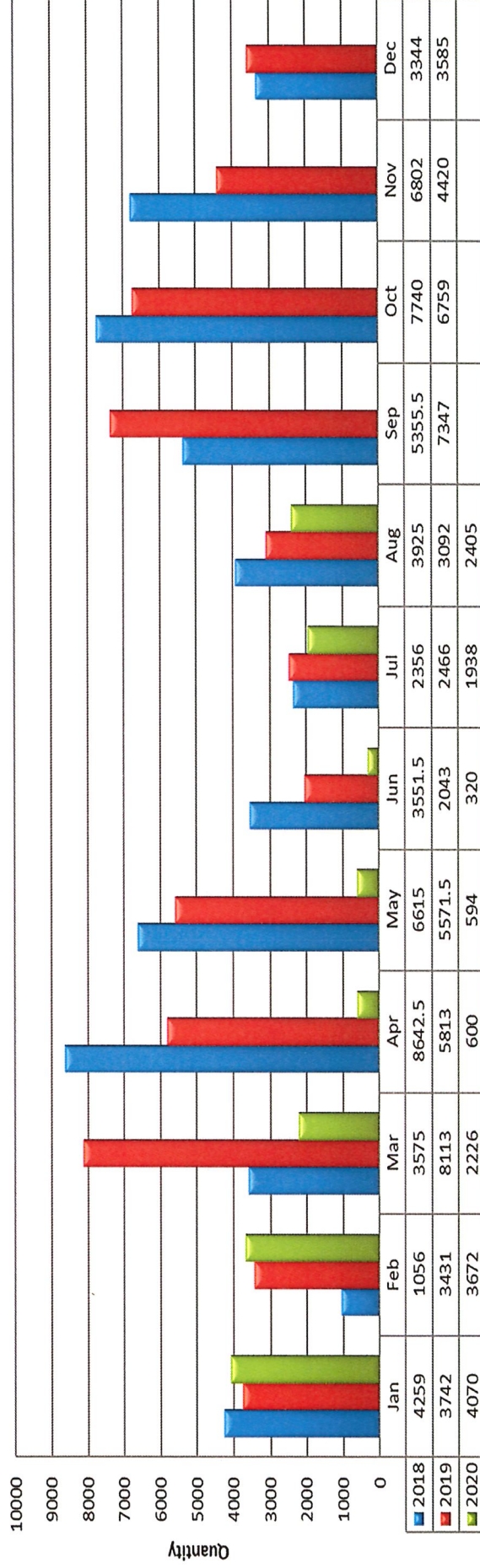
-Totals YTD August 31st, 2020



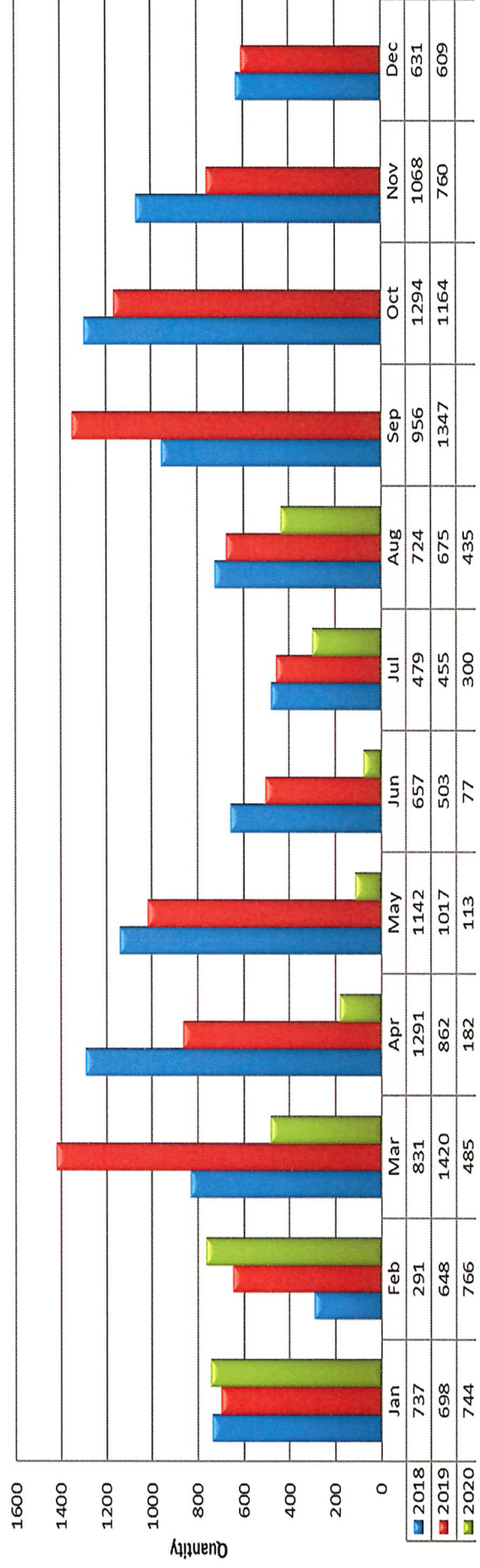


Year-to-Date Contact and Attendance Totals

Total Contact Hours by Month (YTD - 8/31/2020)



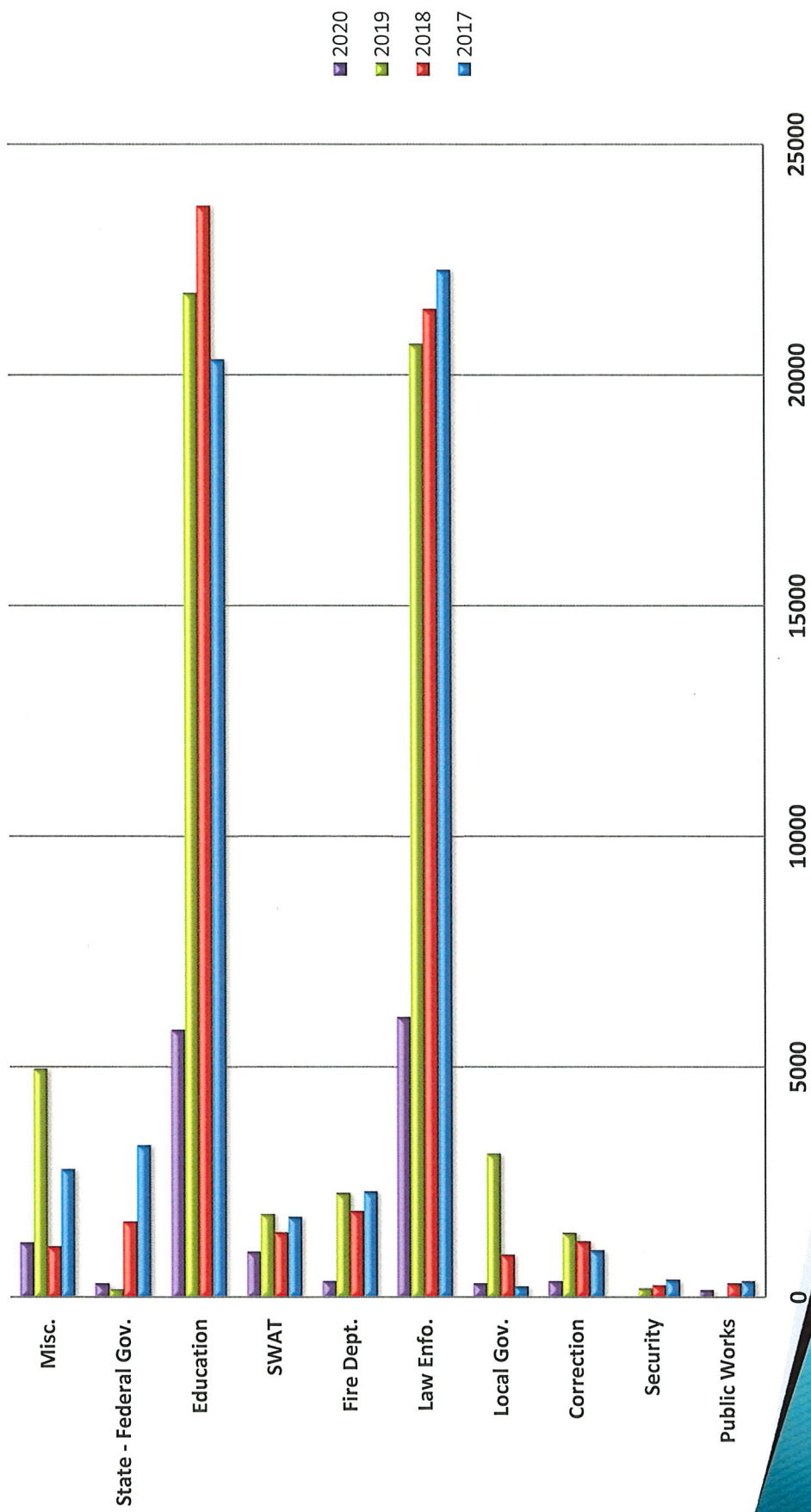
Total Attendance by Month (YTD - 8/31/2020)





Total Contact Usage by Agency Type

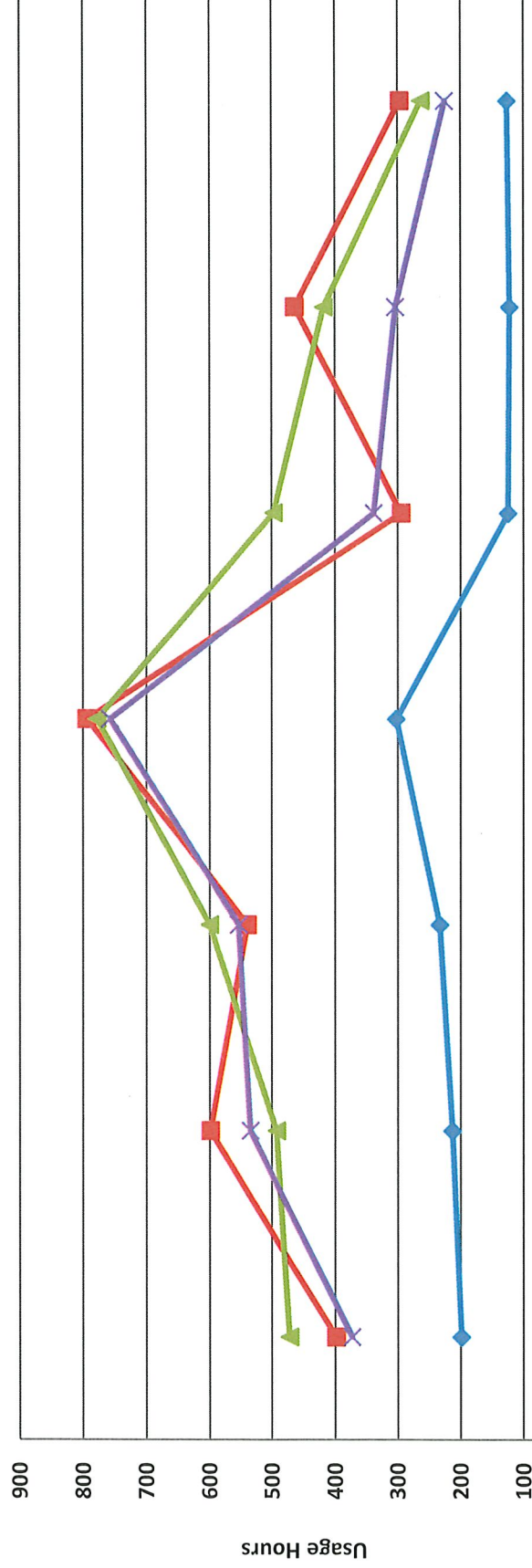
YTD 8/31/2020





Daily Usage Total Comparison

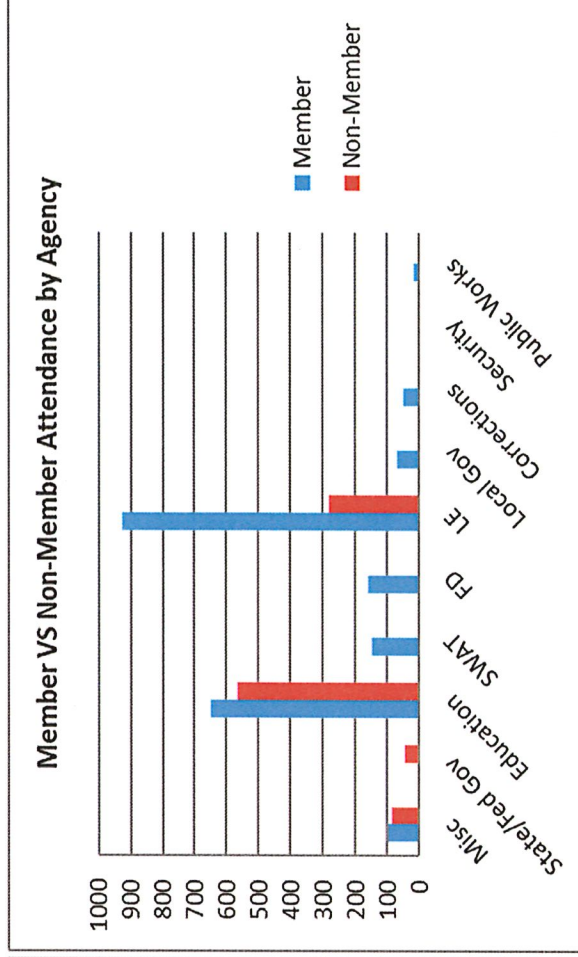
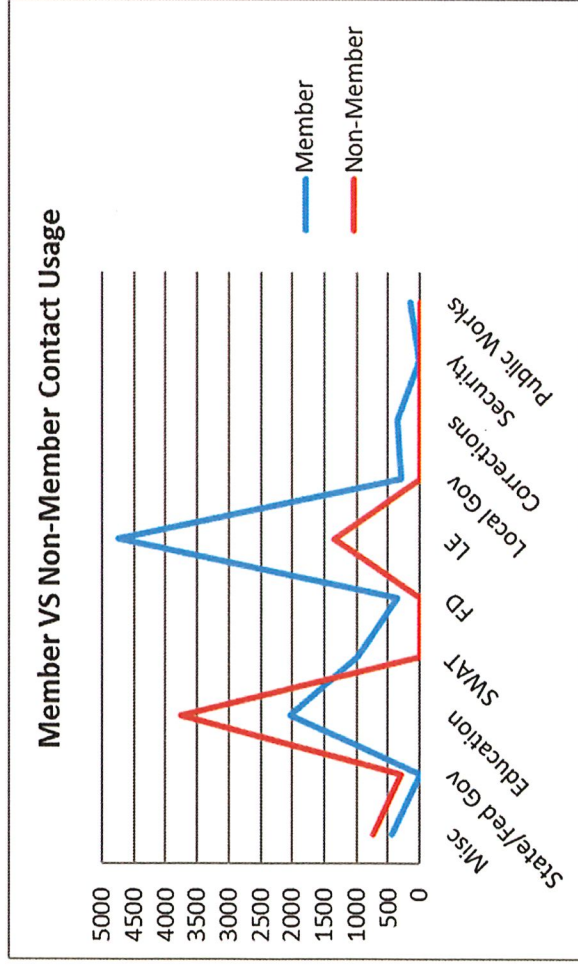
YTD 8/31/2020



	Mon	Tue	Wed	Thur	Fri	Sat	Sun
2020	199	213	233	302	124	122	126
2019	398	598	538.5	793.5	294	463	296
2018	472	492.5	600	778	497	417.5	263
2017	373	534	553	757	338	303	225



Member vs Non-Member Comparisons



Contact = Hours x Attendance

Attendance Totals

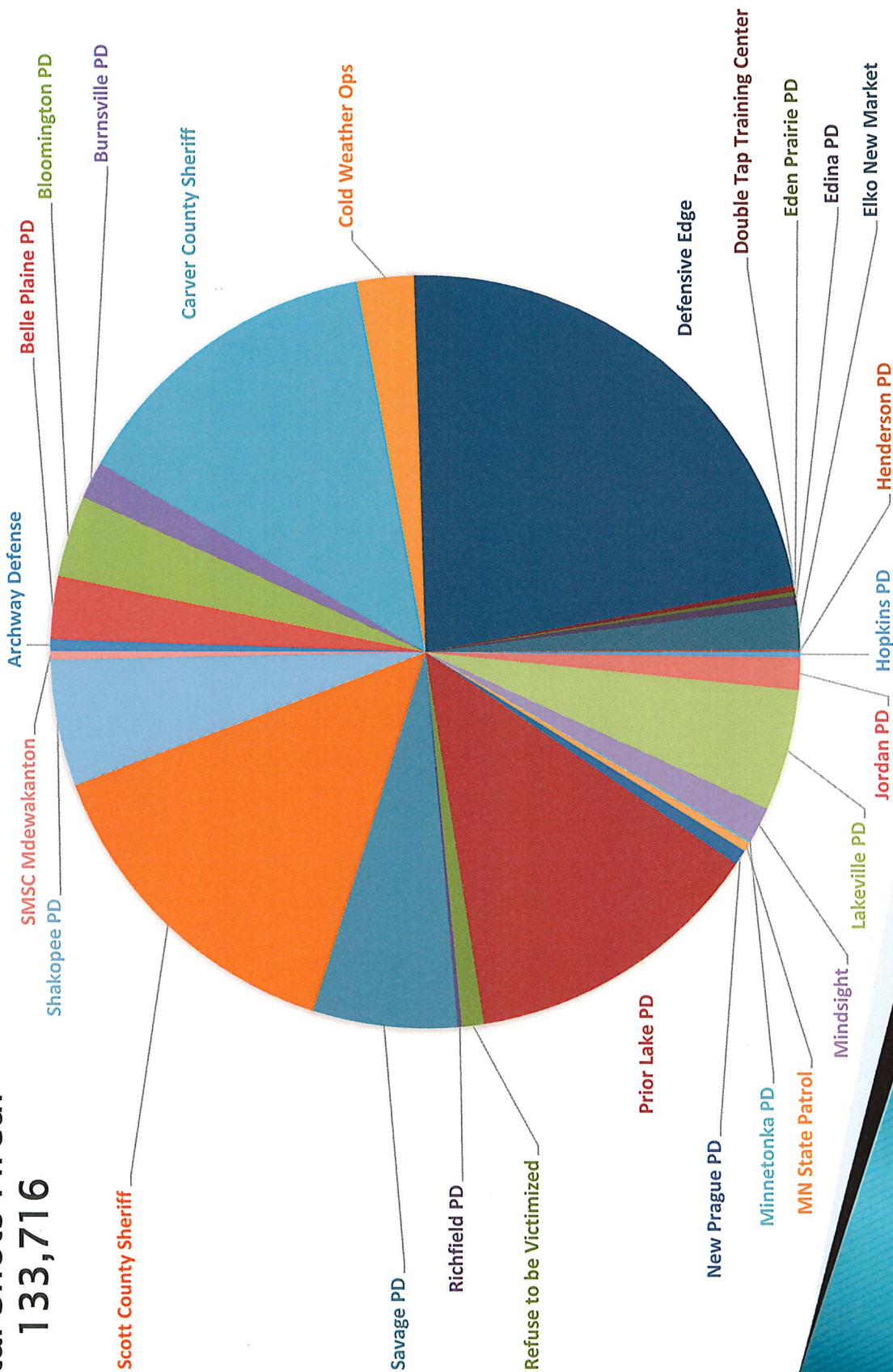




Rounds Fired by Agency

Total Shots Fired:
133,716

YTD 8/31/2020





Range Totals

YTD 8/31/2020

Member
Non-Member

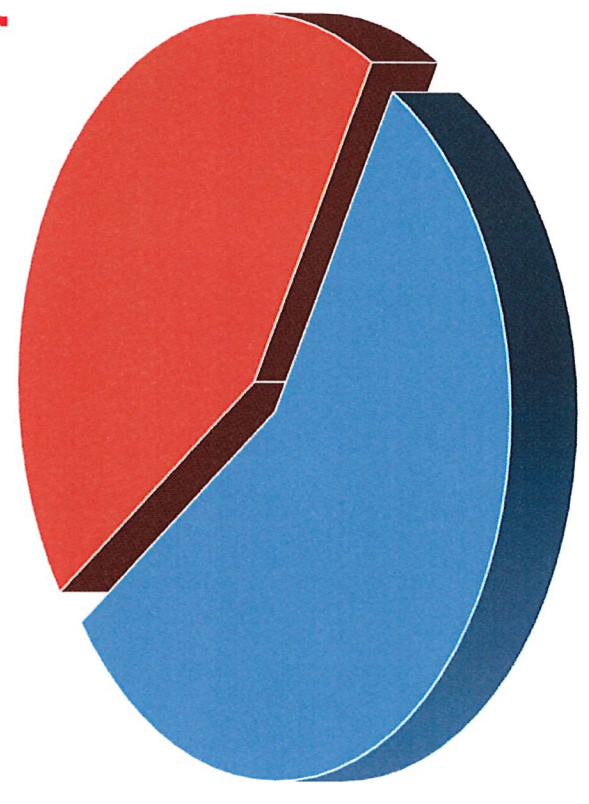
CLIENTS	ATTENDEES	APPROX TIME	ROUNDS FIRED
Archway Defense	2	4	600
Belle Plaine PD	34	15	3200
Bloomington PD	42	37	4174
Burnsville PD	12	12	1900
Carver County Sheriff	191	139.5	16360
Cold Weather Ops	33	20	2920
Defensive Edge	90	59	26820
Double Tap Training Center	8	8	325
Eden Prairie PD	9	12	210
Edina PD	24	10	500
Elko New Market	15	17	2230
Henderson PD	1	2	100
Hopkins PD	2	3	300
Jordan PD	71	24.5	1645
Lakeville PD	64	25	6200
Mindsight	17	16	1820
Minnetonka PD	5	7.5	130
MN State Patrol	2	2	450
New Prague PD	15	10	790
Prior Lake PD	157	79.5	15485
Refuse to be Victimized	116	8.5	1120
Richfield PD	4	5	225
Savage PD	67	31	7415
Scott County Sheriff	254	145.5	17027
Shakopee PD	75	36	6450
SMSC Mdewakanton	6	6	450
St. Louis Park PD	14	13.5	585
Stolt Tactical Defense	9	3	290
SW Metro	2	1	80
Tri City	113	48	4615
US Probation Services	48	40	9300



Shots Fired Totals YTD

Members
Totals:
57%

Non-Members
Totals: 43%



Shots
Fired:
75,667

Shots
Fired:
58,049

Total Shots Fired: 133,716





YTD Member vs Non-Member Usage in Hours

YTD 8/31 /2020

Member Vs Non-Member Usage in Hours

